# MANUAL PENGGUNA

(USER MANUAL)



**JABATAN BENDAHARI** 

# PENGURUSAN STOK (STOCK MANAGEMENT) UPSI (ISO)/BEN/P09/MP01

**PINDAAN: 01** 

**TARIKH: 5 SEPTEMBER 2017** 



# **Table of Contents**

| Table of Contents   | 1  |
|---|----|
| List of Figures   | 3  |
| Store Management  | 5  |
| Setting Up Store Code By Jabatan Bendahari                            | 7  |
| Setting Up Unit of Measurement (UoM) Code By Jabatan Bendahari        | 9  |
| Setting Up Item Code By Jabatan Bendahari                             |    |
| Updating Store Item By PTJ  |    |
| Updating Stock Item By PTJ  | 15 |
| Viewing Store Item Request for Approval/Cancellation By PTJ           | 17 |
| Store Adjustment By Jabatan Bendahari                                 | 21 |
| Store Management Query  | 24 |
| Store Item Query  | 24 |
| Viewing Request Listing & Print Distribution Slip                     | 24 |
| Viewing Reorder Limit (ROL) Listing                                   |    |
| Viewing Store Adjustment Info   | 27 |
| Generating Store Item Listing Report                                  | 29 |
| Generating Item Request Listing Report                                |    |
| Generating ROL Report   | 31 |
| Generating Stock Financial Report (Laporan Kewangan Stok)             | 32 |
| Generating List of Catalogs Report (Senarai Katalog)                  |    |
| Generating Stock Report (Laporan Stok)                                |    |
| Generating Determination Of Stock Level Report (Penentuan Paras Stok) |    |
| Generating Stock Control Card Report (Kad Petak)                      |    |

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# **List of Figures**

#### NO OF FIGURE TITLE

#### PAGE

| Figure 1-1: Store Management Module Menu                        | 6  |
|---|----|
| Figure 1-WYF024-1: Store Code Setup                             | 7  |
| Figure 1-WYF024-2: Responsibility Setup                         | 9  |
| Figure 1-WYF027-1: Unit of Measurement Setup                    | 9  |
| Figure 1-WYF026-1: Item Code Setup – Category Tab               | 10 |
| Figure 1-WYF026-2: Item Code Setup – Item Code tab              | 11 |
| Figure 1-WYF026-3: Item Code Setup – Stock Categories Setup tab | 12 |
| Figure 1-WYF030-1: Update Store Item – Store Tab                | 13 |
| Figure 1-WYF030-2: Update Stock Item – Item Tab                 | 14 |
| Figure 1-WYF037-1: Update ROL                                   | 15 |
| Figure 1-WYF023-1: Set Up Item Store                            | 16 |
| Figure 1-WYF039-1: ROL Update                                   | 17 |
| Figure 1-WYF008-1: Store Request Approval/Cancellation          | 18 |
| Figure 1-WYF007-1: Store Item Distribution                      | 19 |
| Figure 1-WYF007-2: Store Item Distribution                      | 20 |
| Figure 1-WYF007-3: Confirmation Pop-up Message                  | 20 |
| Figure 1-WYF032-1: Store Adjustment                             | 21 |
| Figure 1-WYF032-2: Store Adjustment – Quantity Per Unit         | 22 |
| Figure 1-WYF032-3: Store Adjustment – Expired Date              | 22 |
| Figure 1-WYF032-4: Store Adjustment – Check Out                 | 23 |
| Figure 1-WYF005-1: Store Status Query                           | 24 |
| Figure 1-WYF005-2: Store Status Query                           | 25 |
| Figure 1-WYF003-1: Stationery Request Query                     | 25 |
| Figure 1-WYF029-1: ROL Listing Query                            | 26 |

#### 

| Figure 1-WYF031-1: Store Adjustment Query                               | 27 |
|---|----|
| Figure 1-WYF031-2: Store Adjustment Query Detail                        | 28 |
| Figure 1-WYR001F-1: Store Management Reports – Store Item Listing Tab   | 29 |
| Figure 1-WYR001F-2: Store Management Reports – Item Request Listing Tab | 30 |
| Figure 1-WYR001F-3: Store Management Reports – Report ROL Tab           | 31 |
| Figure 1-WYR001F-4: Store Management Reports – Stock Financial Tab      | 32 |
| Figure 1-WYR001F-5: Store Management Reports – Catalog List Tab         | 33 |
| Figure 1-WYR001F-6: Store Management Reports – Stock Report Tab         | 34 |
| Figure 1-WYR001F-7: Store Management Reports – Stock Level Tab          | 35 |
| Figure 1-WYR001F-8: Store Management Reports – Stock Control Card Tab   | 36 |
| Figure 1-WYR001F-9: Store Management Reports – Sock Group Tab           | 37 |
| Figure 1-WYR001F-10: Store Management Reports – Stock Ranking Tab       | 38 |



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# **Store Management**

Store management module will help user to manage store item. User can register all item entered into their store. Source record will be based on purchase order. Registration of item into their respective store should be in distribution quantity. Store keeper can register item request from user. User who wants to get the item from the store will key in the request. Store keeper will verify and approve the request. Balance will be deducted from item balance, using FIFO method.

Store keeper can do stock check and synchronize physical balance against system balance.

Screens available for Store Management (iFIS) are listed as followed:

- 1. WYF024- Store Code Setup
- 2. WYF027 Unit of Measurement Setup
- 3. WYF026 Item Code Setup
- 4. WYF023 Update Stock Item
- 5. WYF030 Update Store Item
- 6. WYF037 Update Re-Oder Level
- 7. WYF008- Store Request Approval/Cancellation
- 8. WYF005- Store Status Query
- 9. WYF006- Request Listing
- 10. WYF029 ROL Listing Query
- 11. WYF031- Store Adjustment Query
- 12. WYR001F- Store Management Reports

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Screens available for Store Management (Online) are listed as followed:

- 1. Store Requisition Application
- 2. Store Requisition Status Inquiry

To access Store Management menu, select Store Management as displayed in Figure

1-1.



Figure 1-1: Store Management Module Menu

| UNIVERSITI<br>PENDIDIKAN<br>SULTAN IDRIS<br>SULTAN IDRIS EDUCATION UNIVERSITY | MANUAL PENGGUNA PENGURUSAN<br>STOK | Muka surc | Muka surat :7/38   |  |  |
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## Setting Up Store Code By Jabatan Bendahari

User (Finance) has to setup store before it can be used in store management module. This screen can be accessed by selecting **Store Management** >> **Store Code Setup** from the main menu.



#### Figure 1-WYF024-1: Store Code Setup

| UNIVERSITI<br>PENDIDIKAN<br>SULTAN IDRIS<br>SULTAN IDRIS EDUCATION UNIVERSITY | MANUAL PENGGUNA PENGURUSAN<br>STOK | Muka surat :8/38 |                    |
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# To begin, fill in **Store Code Maintenance** field. Then, click on Save 🥙 button.

The fields are explained, as followed:

| Field Name           | Description   | Required |
|----------------------|---|----------|
| Store Code           | Store code will be auto generated by  |          |
|                      | system upon user click on <b>Save</b> 🖉 button  |          |
| Store Name           | Store name  |          |
| Department           | Store's department can be selected by clicking on   |          |
|                      | LOV button  |          |
| Store Keeper         | Store keeper will manage store information. Store   |          |
|                      | keeper can be selected by clicking on   |          |
|                      | LOV button  |          |
| Checker Officer      | Checker officer can be selected by clicking   |          |
|                      | on LOV button   |          |
| Verification Officer | Verification officer will verify transaction in   |          |
|                      | store management module. Verification officer can   |          |
|                      | be selected by clicking on LOV button   |          |
| Open to Student      | PTJ can decide whether they want to share their stock with students or not.                     |          |
| Open to Staff        | PTJ can decide whether they want to share their stock with other staff in deference department. |          |
| Status               | Store status either Active or Inactive  |          |
| Run Memo             | Appointment memo will be generate to officer on<br>Run Memo button                              |          |

| To view store info, place cursor on Store Co | ode f | rame and click | on <b>En</b> | ter Query  | <b>?</b> |
|--|-------|----------------|--------------|------------|----------|
| button. Enter the desired 🕨 store code and/  | or    | then click on  | 👘 E          | xecute Que | ery      |
|  |       |                |              | •          |          |

| button to view info. | Click on Next     | Record | or <b>Previous</b> | Record 🕨 | button |
|----------------------|-------------------|--------|--------------------|----------|--------|
| to browse through a  | available records | 3.     |                    |          |        |

To update info, select the desired info and make change to it. Then, click on **Save** button. Click on Print button to generate report Listing Store Officer in **PDF** format

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User (Finance) has to setup Store Officer Responsibility so that Appointment Memos will generate. It can be used in store management module. This screen can be accessed by selecting **Store Management** >> **Responsibility Setup** from the main menu.

| Action Edit Query Block Record Eield Help Window |  |                            |                        |  |  |  |
|--|--|----------------------------|------------------------|--|--|--|
| ( 冷 🍓 i 📭 i 🗙                                    | (🍄 🍪   🕪   米 🕪 前   ☜ 轖 葡 ☜   ◀ 🕨 ▶   🛤 😅 🚳   ? |                            |                        |  |  |  |
| 🙀 WYF024 - Store Set                             | WYF024 - Store Setup                           |                            |                        |  |  |  |
| User: MOHAMAD_                                   | ASRI   |                            | Date: 22-08-2017 10:09 |  |  |  |
| Store Setup                                      | Responsibil                                    | ty Setup                   |                        |  |  |  |
| C Store Officer Res                              | ponsibility Set                                | ıp                         |                        |  |  |  |
|  |  | Responsibility Description | Officer Level Status   |  |  |  |
|  |  |                            |                        |  |  |  |
| ĸ  | eeper Resp. :                                  |                            |                        |  |  |  |
|  |  | Responsibility Description | Officer Level Status   |  |  |  |
|  |  |                            |                        |  |  |  |
| 0  | fficer Resp. :                                 |                            |                        |  |  |  |
|  |  |                            |                        |  |  |  |
|  |  | Responsibility Description | Officer Level Status   |  |  |  |
|  | orifior Doop                                   |                            | VERIFIER               |  |  |  |
| l l  | ermer kesp                                     |                            |                        |  |  |  |
|  |  |                            |                        |  |  |  |
|  |  |                            |                        |  |  |  |
|  |  |                            |                        |  |  |  |

Figure 2-WYF024-1: Responsibility Setup

### Setting Up Unit of Measurement (UoM) Code By Jabatan Bendahari

User (Finance) has to setup unit before it can be used in store management module. This screen can be accessed by selecting **Store Management** >> **Unit of Measurement Code** from the main menu.

| Action Edit Q | uery Block Record Eield Help <u>W</u> | indow                   |
|---------------|---------------------------------------|-------------------------|
| 🤇 🥙 🖉         | 🕨 i 🔀 🗇 🍈 i 👘 👘 i                     | ≪ ◆ ▶ ▶   🚅 🛒 🚳   ?     |
| 🧑 WYF027 - U  | nit of Measurement Setup              |                         |
| User: MOHAI   | MAD_AS                                | Date : 22-08-2017 11:40 |
| Unit of Me    | easurement (UoM) Setup                |                         |
| UoM Co        | ode                                   | Description             |
| AMP           | Ampoule                               |                         |
| BEG           | Beg                                   |                         |
| BIJI          | Biji                                  |                         |
| BIL           | Bilangan                              |                         |
| BLH           | Bilah                                 |                         |
| BLN           | Bulan                                 |                         |
| BOTOL         | Botol                                 |                         |
| BTG           | Batang                                |                         |
| BUAH          | Buah                                  |                         |
| BUNGKUS       | Bungkusan                             |                         |
|               |                                       |                         |
|               |                                       |                         |
|               |                                       |                         |

Figure 1-WYF027-1: Unit of Measurement Setup

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| Field Name  | Description        | Required |
|-------------|--------------------|----------|
| UoM Code    | Unit's code        |          |
| Description | Unit's description |          |

Enter the new unit of measurement at **Description** field. **Save** 4 and **UoM Code** will generate automatically.

### Setting Up Item Code By Jabatan Bendahari

User (Finance) has to setup item code before it can be used in store management module. This screen can be accessed by selecting **Store Management** >> **Item Code Setup** from the main menu.

| Action Edit Query Block Record Field Help Window |                       |
|--|-----------------------|
| 🍳 🍪 🕪 🔀 🔞 👘 🖬 🗃 🛋 🔺 🕨 🛤 🙀 🚳 ! ?                  |                       |
| 🙀 WYF026 - Stock Code Setup                      |                       |
| User: MOHAMAD_AS Date                            | : 22-08-2017 11:48 AM |
| Category Item Code Stock Categories Setup        |                       |
|  |                       |
|  |                       |
| Category Code : 001                              |                       |
| Description : ALATULIS                           | ]                     |
| Level: 1   |                       |
|  |                       |
|  |                       |
|  |                       |
|  |                       |
|  |                       |
|  |                       |

Figure 1-WYF026-1: Item Code Setup - Category Tab

| Field Name    | Description                  | Required |
|---------------|------------------------------|----------|
| Category Code | Store's category code        |          |
| Description   | Store's category description |          |

Click on **Category** tab. Enter the new category at **Description** field. Save and Category Code will generate automatically.

To register new record, click **Insert Record** button then full fill at Description field. **Save** and **Category Code** will generate automatically.

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| To view others category code info, place cursor on Store Code frame and click on          |
|---|
| Enter Query 🛐 button. Enter the desired <a>Image category code and/or</a> Image click on. |
| Execute Query 🚳 button to view info. Click on Next Record or Previous                     |
| Record button to browse through available records.  |

| Action Edit Query  | Block Record Eield Help Window                     |                                       |                                       |                 |          |  |  |
|--------------------|--|---------------------------------------|---------------------------------------|-----------------|----------|--|--|
| ( 冬 🍛 i 🕸 i i      | 🖉 🎝 🕼 [次] ② 10 10 10 10 10 10 10 10 10 10 10 10 10 |                                       |                                       |                 |          |  |  |
| 🙀 WYF026 - Stock ( | Code Setup   |                                       |                                       |                 |          |  |  |
| User: MOHAMAD_A    | . <mark>S</mark>                                   |                                       | Dat                                   | te: 22-08-2017  | 11:48 AM |  |  |
| Category Item      | Code Stock Categories Setup                        |                                       |                                       |                 |          |  |  |
|                    |  |                                       |                                       |                 |          |  |  |
| Catego             | V Code : 004 STAMP PAD                             |                                       |                                       |                 |          |  |  |
| Item Code          | Description  | Account Code                          | Measurement                           | Stock Cat. Code |          |  |  |
| nem code           | Description  | Account Code                          | weasurement                           | 004             |          |  |  |
|                    | i.   | i                                     |                                       |                 | j 🗌      |  |  |
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|                    |  |                                       |                                       |                 |          |  |  |
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|                    |  |                                       |                                       |                 |          |  |  |

Figure 1-WYF026-2 Item Code Setup - Item Code tab

| Field Name      | Description                 | Required |
|-----------------|-----------------------------|----------|
| Category Code   | Store's category code       |          |
| Item Code       | Store's item code           |          |
| Description     | Store's item description    |          |
| Account Code    | Account Code stock purchase |          |
| Measurement     | Store's item measurement    |          |
| Stock Cat. Code | Stok category code          |          |



| Action Edit Query | Block Record Field Help Window                |              |                 |                     |  |  |  |
|-------------------|---|--------------|-----------------|---------------------|--|--|--|
| 🏹 🎯 💵 🔤           | 💙 🍪   順   光 前 前 前 前 前 前 《 ▲ ▶ ▶   詞 詞 認 [ ] ? |              |                 |                     |  |  |  |
| User: MOHAMAD_A   | s   |              | Date :          | 22-08-2017 03:16 PM |  |  |  |
| Category Item (   | Code Stock Categories Setup                   |              |                 |                     |  |  |  |
|                   | Item Parent Code : 018                        |              | *               |                     |  |  |  |
| Item Code         | Description                                   | Account Code | Measurement Sto | ock Cat. Code       |  |  |  |
|                   |   |              |                 |                     |  |  |  |
|                   |   |              | i i             |                     |  |  |  |
|                   |   |              |                 |                     |  |  |  |
|                   |   | i            |                 |                     |  |  |  |
|                   | [   | ļ            | j – j           |                     |  |  |  |
|                   | l   |              | <u>├</u>        |                     |  |  |  |
|                   | ĺ   |              |                 |                     |  |  |  |
| <u></u>           |   |              | <u> </u>        |                     |  |  |  |
|                   | A   |              |                 |                     |  |  |  |

Figure 1-WYF026-3 Item Code Setup – Stock Categories Setup tab

For register item stock at Category Item, click at **Item Parent Code**, listing code will be appear. Choose any **Parent Code** then complete **Stock Cat. Code** column. Click **Save** button and data completed saved and disappear from listing.

#### Updating Store Item By PTj

User (PTj) can update store item in store management module. This screen can be accessed by selecting **Store Management** >> **Update Store Item** from the main menu. PTj must get the item from the Finance's catalog.

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| awyF030- Store Item Code Setup |  |
|--------------------------------|--|
| Store Item                     |  |
| Store :                        |  |
|                                |  |

Figure 1-WYF030-1 Update Store Item – Store Tab

| Field Name        | Description         | Required |
|-------------------|---------------------|----------|
| Store             | Store's code        |          |
| Store Description | Store's description |          |

Begin by querying asset information. Click on **Enter Query** button. Enter **Store Code and** click on Execute **Query.** Store Code and Store Description will be appear.

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| WYF030- Store Ite | m Code Setup |                  |             |
|-------------------|--------------|------------------|-------------|
| tore Item         |              |                  |             |
|                   | Store :      |                  |             |
| Item Code         |              | Description Item | Measurement |
|                   |              |                  | <b>_</b>    |
|                   |              |                  | I           |
|                   |              |                  |             |
|                   |              |                  |             |
|                   |              |                  |             |
|                   |              |                  |             |
|                   |              |                  |             |
|                   |              |                  |             |
|                   |              |                  | <b></b>     |
|                   |              |                  |             |
|                   |              |                  |             |
|                   |              |                  |             |

Figure 1-WYF030-2 Update Stock Item – Item Tab

| Field Name       | Description              | Required |
|------------------|--------------------------|----------|
| Store Code       | Store's code             |          |
| Item Code        | Store's item code        |          |
| Description Item | Store's item description |          |
| Measurement      | Store's item measurement |          |

Then click on **Item** tab. Screen Item Stock will be appear. For add new record/item code click Insert Record button and new blank row will be provided. Use F9 or double mouse click to find item code from Catalog Stock University. Choose Item Code and **Save**.

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## Update Re-Order Level By PTj





Click Enter Query button and insert Store Code PTj then click Execute Query. Store Information will be appear.

For update New ROL, click Get ROL button. User can update new ROL at New ROL Column. Click any item code then click Update Button for update new ROL.

### Updating Stock Item By PTj

User can update stock item in store management module. This screen can be accessed by selecting **Store Management** >> **Update Stock Item** from the main menu.

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Begin by querying asset information. Click on **Enter Query** button. Enter **Store Code** and click on **Execute Query.** Store Information will appear here.



Figure 1 - WYF023-1 – Set Up Item Store

| Field Name                          | Description                                    | Required |  |
|-------------------------------------|--|----------|--|
| Store Code                          | Store's code                                   |          |  |
| Department                          | Store's department                             |          |  |
| Store Keeper                        | Store keeper will manage store information and |          |  |
|                                     | management.                                    |          |  |
| Dept. Type To show owner or sharing |  |          |  |
| Status                              | To show Store's status active or inactive      |          |  |

For stock registration, click LOV (...) button at GRN No. to find GRN then click Get GRN button. Data from GRN will be appear. User PTj must complete **Qty in Detail**, **UoM Detail** and **Expired Date** column and click button **save**.

User PTj can update stock more than one GRN but should completely at least one GRN for registration

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| Action Edit Qu | ery Block Record        | d <u>F</u> ield <u>H</u> elp <u>W</u> indow | ,          |                     |          |               |        |
|----------------|-------------------------|---|------------|---------------------|----------|---------------|--------|
| 🗢 🖓 🍛 🗆 🥵      | <u>  &gt;&lt; 🗇 👘  </u> | 🔁 📸 🐨 I < •                                 | ◀ ▶ ▶      | ·   🖂 🛒             | ! E🚳   ? | •             |        |
| 🧞 WYF039 - ROI | _ Update                |   |            |                     |          |               |        |
| User: MOHA     | MAD_ASRI                |   |            |                     | Date :   | 23-08-2017 09 | :15 AM |
| Store Infor    | mation                  |   |            |                     |          |               |        |
| Store Code     | STORE00001              | STORE BEKALAN JABAT                         | AN BENDAR  | IARI                |          |               |        |
| Department     | BENDAHARI               | BENDAHARI                                   |            |                     |          |               |        |
| Store Keeper   | K00505                  | SAYED MUHAMMAD AR                           | F BIN SAYE | D YAHYA             |          |               |        |
| Store Reeper   | K01210                  | NOOR HAFIZAH BINTI AB                       | BD GANI    |                     |          |               |        |
| - Items Re-0   | rder Level (ROL)        |   |            |                     |          |               |        |
|                |                         |   |            | Current             |          |               |        |
| Item Code      |                         | Description                                 |            | ROL                 | UoM      | New ROL       |        |
| 00100009       | BUKU PROGRAI            | 4   |            | 5                   | BUAH     |               |        |
|                |                         |   |            |                     |          |               |        |
|                |                         |   |            |                     |          |               |        |
|                | _                       |   |            | $ \longrightarrow $ |          |               |        |
|                |                         |   |            |                     |          |               | - 12   |
|                |                         |   |            |                     |          |               |        |
|                |                         |   |            |                     |          |               |        |
|                |                         |   |            |                     |          |               |        |
|                |                         |   |            |                     |          | Update        |        |

Figure 1 - WYF039 - ROL Update

For update Re-Oder Level (ROL), user should click **ROL button** and new screen will be appear. Insert new ROL and tick item code before click Update button. New ROL already saved after user click Update button.

Exit from this screen and user can continue update stock item at screen WYF023 – Set Up Item Store.

#### Viewing Store Item Request for Approval/Cancellation By PTj

This screen can be accessed by selecting **Store Management** >> **Store Request Approval/Cancellation** from the main menu.

|  | MANUAL PENGGUNA PENGURUSAN<br>STOK | Muka sura | t :18/38           |
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| الوَنَوْسِيَّةِ فَنْدَيْدَيْنَ سَلْطَلْ لَدِيسَ<br>Sultan IDRIS EDUCATION UNIVERSITY | UPSI(ISO)/BEN/P09/MP01             | Pindaan   | : 01               |

| A | Action Edit Query Block Record Eield Help Window |                    |            |                 |              |              |   |
|---|--|--------------------|------------|-----------------|--------------|--------------|---|
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| 1 | WYF008-Store Ite                                 | m Approval/Canc    | ellation   |                 |              |              |   |
|   | User: MOHAMA                                     | D_ASRI             |            |                 | Date : 23-0  | 3-2017 09:34 | - |
|   | <ul> <li>Store Item Re</li> </ul>                | quistion Informati | on         |                 |              |              |   |
| U | Request No                                       | Department         | Request By | Name            | Request Date | Status       |   |
| U |  |                    |            |                 |              |              |   |
| Ш |  |                    |            |                 |              |              |   |
| Ш |  |                    |            |                 |              |              | 1 |
| Ш |  |                    |            |                 |              |              | 1 |
| U |  |                    |            |                 |              |              |   |
| U |  |                    |            |                 |              |              |   |
| U |  |                    |            |                 |              |              |   |
| U |  |                    |            |                 |              |              | 1 |
| U |  |                    |            |                 |              |              | 1 |
| U |  |                    |            |                 |              |              |   |
| U |  |                    |            |                 |              |              |   |
|   |  |                    |            |                 |              |              |   |
|   |  |                    |            |                 |              | Detail       |   |
|   |  |                    |            |                 |              | Detail       |   |

Figure 1-WYF008-1: Store Request Approval/Cancellation

To begin, click on **Execute Query** button. System will display Store Item Requisition Information listing. The fields are explained, as followed:

| Field Name        | Description                               | Required |
|-------------------|---|----------|
| Request No        | Request ID                                |          |
| Department        | Department of requester                   |          |
| Request By & Name | ID and name of staff requesting the store |          |
|                   | Item                                      |          |
| Request Date      | Request date                              |          |
| Status            | Store item request status                 |          |

Click on **Detail** button to proceed with Approving/Cancelling the request and to update distribution info. System will navigate to screen *"WYF007 - Store Item Distribution"*.

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| Action | Edit Query         | Block Record      | Eield Help Windo   | w                     |           |          |              |              |           |
|--------|--------------------|-------------------|--------------------|-----------------------|-----------|----------|--------------|--------------|-----------|
| ( 🖉 🤇  | 🍮 I 📭 I i          | × 🗊 🍈 I 🕯         | te 👘 👘 I 🖪         | <ul> <li>I</li> </ul> | >   🖂 🖻   | 👮 🚳 I 📍  | ?            |              |           |
| 🙀 WY   | F007-Store Ite     | m Distribution    |                    |                       |           |          |              | _            |           |
| Use    | er: MOHAMAI        | D_ASRI            |                    |                       |           |          | Date         | : 23-08-2017 | 09:39 AM  |
| ſ      | <b>Requisition</b> | intry Information |                    |                       |           |          |              |              |           |
|        | Request No:        | ST170800496       |                    |                       |           |          | Sta          | tus: APPLY   |           |
|        | Store Code :       | STORE00001        | STORE BEKALAN JAE  | BATAN BENI            | DAHARI    |          |              |              |           |
|        | Request By :       | K01440            | MOHAMAD ASRI BIN S | SEMAN                 |           |          | Request      | Date: 21-08- | 2017      |
|        |                    |                   |                    |                       |           |          |              | R            | eject     |
|        | Item Requi         | est Detail —      |                    |                       |           |          |              |              |           |
|        | nem nequ           | Corbetan          |                    |                       | Item      | Quantity | Quantity     |              | ]         |
|        | Item Code :        | Ite               | m Description :    |                       | Balance : | Request: | Distribute : | Status :     | Select :  |
|        |                    |                   |                    |                       | 0         |          |              |              |           |
|        |                    |                   |                    |                       |           |          |              |              | FILL      |
|        |                    |                   |                    |                       |           |          |              |              |           |
|        |                    |                   |                    |                       |           |          | $\vdash$     |              |           |
|        |                    |                   |                    |                       |           |          |              |              | j - 1 i 1 |
|        |                    |                   |                    |                       |           |          |              |              |           |
|        |                    |                   |                    |                       |           |          | $\vdash$     |              |           |
|        |                    |                   |                    |                       |           |          |              | Select Al    |           |
|        |                    |                   |                    |                       |           |          |              |              |           |
|        |                    |                   | Save Temp.         | Distrib               | ute       | Print    |              |              |           |
|        |                    |                   |                    |                       |           |          |              |              |           |

Figure 1-WYF007-1: Store Item Distribution

Listing Item Request will be appear. User should insert quantity distribution and select item for distribute. Quantity distribute can be same or lest but cannot more than item balance.

Check **Select?** Checkbox and click on **Distribute** button to indicate that the item has been distributed. Application Status will be changed to 'Distribute'. User can print out distribution slip by click on **Print** button. System will generate distribution slip in PDF format.

The Item Code request status will automatically set to canceled if the remaining items balance are zero. User can reject the request or approve the request after registration new stock.

|   | MANUAL PENGGUNA PENGURUSAN<br>STOK | Muka sura | at :20/38          |
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|              |                   |                         |               |          | Dutt         |            |          |
|--------------|-------------------|-------------------------|---------------|----------|--------------|------------|----------|
| Requisition  | Entry Information |                         |               |          |              |            |          |
| Request No : | ST140923602       | l                       |               |          | s            | tatus: APP | LY       |
| Store Code : | STORE00022        | STOR BEKALAN PEJABAT BA | HAGIAN AKADEI | мік      |              |            |          |
| Request By : | K02516            | AHMAD MUSA BIN ALI      |               |          | Request      | Date: 05-0 | 9-2014   |
|              |                   |                         |               |          |              |            | Reject   |
|              |                   |                         |               |          |              |            |          |
| Item Requ    | est Detail ——     |                         |               |          |              |            |          |
|              |                   |                         | Item          | Quantity | Quantity     |            |          |
| Item Code :  | Ite               | em Description :        | Balance :     | Request: | Distribute : | Status :   | Select : |
| 8000008      | FAIL UMUM (PUTIH  | )                       |               |          |              | CANCEL     |          |
| 00900018     | FAIL KULIT KERAS  | (ARCH FILE) A4 3"       |               |          |              | CANCEL     |          |
| 01100012     | POST IT FLAG UNC  | 30                      |               | 2        |              | CANCEL     |          |
| 01100016     | POST IT FLAG KUN  | NING                    | 0             | 2        |              | CANCEL     |          |
|              |                   |                         |               |          |              |            |          |
|              |                   |                         |               |          |              |            |          |
|              |                   |                         |               |          |              |            |          |
|              |                   |                         |               |          |              |            |          |
|              |                   |                         |               |          |              |            |          |
|              |                   |                         |               |          |              |            |          |
|              |                   |                         |               |          |              | Select     | AII : 🗆  |
|              |                   |                         |               |          |              |            |          |
|              |                   |                         |               |          | -            |            |          |
|              |                   | Save Temp. Dist         | tribute       | Print    |              |            |          |
|              |                   |                         |               |          |              |            |          |

Figure 1-WYF007- 2: Store Item Distribution

To reject store item request, click on **Reject** button. System will display confirmation message as displayed in Figure 1-WYF007-2. Click on **OK** button to proceed.



Figure 1-WYF007-3: Confirmation Pop-up Message

System will update Application Status to 'Cancel'.



### Store Adjustment By Jabatan Bendahari

User (Finance) use this form for adjustment stock at PTj Store.

| 🤖 WYF032 - Sto | ore Adjustment     |   |                            |
|----------------|--------------------|---|----------------------------|
| User: M        | OHAMAD_ASRI        |   | Date : 23-08-2017 11:20 AM |
| - Store Adju   | stment: Store Info | mation  |                            |
| 01 0d          |                    |   |                            |
| Store Code :   | STOREDODOT         |   | Dept Types : OWNER         |
| Department :   | BENDAHARI          | JBENDAHARI  | Dept. Type : OWNER         |
| Store Keeper : | K00505             |   |                            |
|                | K01210             |   |                            |
| Store Adju     | istment: Query –   |   |                            |
| Listing by GR  | RN : [             | ✓ Listing by Item :                                 | List All : Get All         |
|                | etmenti Ontione    |   |                            |
| Store Adju     | Istment: Options   |   | ]                          |
|                |                    | Quantity per Unit Expiry Date Check Out             |                            |
| Store Adju     | stment: Quantity p | er Unit (Quantity In), Purchase Value & Expiry Date |                            |
|                |                    |   |                            |
|                |                    |   |                            |
| GRN No.        | Item Code          |   |                            |
|                |                    |   | <u> </u>                   |
|                |                    |   |                            |
|                |                    | Please select an adjustment                         | ontion                     |
|                |                    |   |                            |
|                |                    |   |                            |
|                | _                  |   |                            |
|                |                    |   | •                          |
|                |                    |   |                            |
|                |                    |   | Ev#                        |
|                |                    |   | Exit                       |
|                |                    |   |                            |



Use F9 or double mouse click to find Store Code. Store information will be appear.

For get item stock listing by GRN, click Listing by GRN and choose GRN number. GRN detail will be appear at **Store Adjustment: Quantity per Unit (Quantity In), Purchase Value & Expired Date.** 

For get all GRN, click Get All button and GRN detail will be appear at **Store Adjustment: Quantity per Unit (Quantity In), Purchase Value & Expired Date.** 

Choose type of adjustment which is **Quantity per Unit**, **Expired Date or Check Out**. Column adjustment will display differently base on adjustment type.

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|            | Store Adjustn | nent       |                      |                   |                       |                      |                     |
|------------|---------------|------------|----------------------|-------------------|-----------------------|----------------------|---------------------|
| User:      | MOHAMAD_      | ASRI       |                      |                   |                       | Date                 | 23-08-2017 11:20 AM |
| - Store A  | Adjustment: S | tore Infor | mation               |                   |                       |                      |                     |
|            |               |            |                      |                   |                       |                      |                     |
| Store Co   | de : STORE00  | 001        | STORE BEKALAN        | JABATAN BENDA     | AHARI                 | Store S              | Status : ACTIVE     |
| Departme   | ent: BENDAHA  | ARI        | BENDAHARI            |                   |                       | Dept.                | Type: OWNER         |
|            | K00505        |            | SAYED MUHAMMA        | AD ARIF BIN SAY   | ED YAHYA              |                      |                     |
| Store Keep | K01210        |            | NOOR HAFIZAH B       | INTI ABD GANI     |                       |                      |                     |
|            |               |            |                      |                   |                       |                      |                     |
| Store A    | djustment: Q  | uery —     |                      |                   |                       |                      |                     |
| Listing by | GRN : GR05    | 0100043    | -                    | Listing by Item : |                       | -                    | List All : Get All  |
|            |               |            |                      |                   |                       |                      |                     |
| Store A    | djustment: 0  | ptions -   |                      |                   |                       |                      |                     |
|            |               |            | Quantit              | v.oer.Unit.       | Expiry Date Check Out |                      |                     |
|            |               |            |                      |                   |                       |                      |                     |
| Store A    | Adjustment: Q | uantity pe | er Unit (Quantity Ir | i), Purchase Val  | lue & Expiry Date     |                      |                     |
|            |               |            |                      | QUAN              | TITY PER UNIT         |                      |                     |
|            |               |            |                      | New               |                       |                      |                     |
| GRN N      | lo. Iter      | m Code     | Qty. per Unit        | Qty. per Unit     | Quantity per U        | nit Adjustment Reaso | in                  |
| GR05010    | 0043 00       | 100002     | 12                   |                   |                       |                      |                     |
| GR05010    | 0043 00       | 100003     | 6                    |                   |                       |                      |                     |
| GR05010    | 0043 00       | 100005     | 12                   |                   |                       |                      |                     |
| GR05010    | 0043 00       | 100001     | 50                   |                   | <u> </u>              |                      |                     |
| GR05010    | 0043 00       | 100002     | 10                   |                   |                       |                      |                     |
| GR05010    | 0043 00       | 100003     | 58                   |                   |                       |                      |                     |
| GR05010    | 0043 00       | 100005     | 40                   |                   |                       |                      |                     |
|            |               |            |                      |                   |                       |                      |                     |
|            |               |            |                      |                   |                       | Update Quantity      | per Unit : Uodate   |
|            |               |            |                      |                   |                       |                      |                     |
|            |               |            |                      |                   |                       |                      | Exit                |
|            |               |            |                      |                   |                       |                      |                     |

Figure 1-WYF032-2: Store Adjustment - Quantity Per Unit

Column Qty. per Unit will be display old quantity stok. User should complete **New Qty. per Unit** and **Quantity per Unit Adjustment Reason.** Click select item code and click Update button for update new quantity stock.

| Harana and  |   |                     |                          |                |                            |
|---|---|---------------------|--------------------------|----------------|----------------------------|
| user: MC  | DHAMAD_ASRI   | 1                   |                          |                | Date : 23-08-2017 11:20 AM |
| - Store Adju  | stment: Store Info  | rmation             |                          |                |                            |
| Store Code :  | STORE00001  | STORE BEKALAN       | I JABATAN BENDAHARI      |                | Store Status : ACTIVE      |
| Department :  | BENDAHARI   | BENDAHARI           |                          |                | Dept. Type : OWNER         |
|   | K00505  | SAYED MUHAMM        | AD ARIF BIN SAYED YAHY   | A              |                            |
| Store Keeper :  | K01210  | NOOR HAFIZAH        | BINTI ABD GANI           |                |                            |
| Store Adjust  | stment: Query -   | -                   | Listing by Item :        |                | List All : Get All         |
| - Store Adju  | stment: Options   | Quanti              | tv per Unit              | te Check Out   | 1                          |
| Store Adju  | stment: Quantity p  | er Unit (Quantity I | n), Purchase Value & Exp |                |                            |
|   |   |                     | New                      |                |                            |
| GRN No.   | Item Code   | Expiry Date         | Expiry Date              | Expiry Date Ad | justment Reason            |
| GRN No.<br>GR05010004   | Item Code<br>3 00100002   | Expiry Date         | Expiry Date              | Expiry Date Ad | justment Reason            |
| GRN No.<br>GR05010004<br>GR05010004   | Item Code<br>3 00100002<br>3 00100003   | Expiry Date         | Expiry Date              | Expiry Date A  | justment Reason            |
| GRN No.<br>GR05010004<br>GR05010004<br>GR05010004   | Item Code<br>3 00100002<br>3 00100003<br>3 00100005   | Expiry Date         | Expiry Date              | Expiry Date Ad | justment Reason            |
| GRN No.<br>GR050100043<br>GR050100043<br>GR050100043<br>GR050100043                                       | Item Code<br>3 00100002<br>3 00100003<br>3 00100005<br>3 00100001   | Expiry Date         | Expiry Date              | Expiry Date Ar | justment Reason            |
| GRN No.<br>GR05010004<br>GR05010004<br>GR05010004<br>GR05010004<br>GR05010004                             | Item Code           3         00100002           3         00100003           3         00100005           3         00100001           3         00100002  | Expiry Date         | Expiry Date              | Expiry Date Ar | justment Reason            |
| GRN No.<br>GR05010004<br>GR05010004<br>GR05010004<br>GR05010004<br>GR05010004<br>GR05010004               | Item Code           3         00100002           3         00100003           3         00100005           3         00100001           3         00100002           3         00100002           3         00100003                              | Expiry Date         | Expiry Date              | Expiry Date A  | justment Reason            |
| GRN No.<br>GR05010004<br>GR05010004<br>GR05010004<br>GR05010004<br>GR05010004<br>GR05010004<br>GR05010004 | Item Code           3         00100002           3         00100003           3         00100005           3         00100001           3         00100002           3         00100003           3         00100003           3         00100005 | Expiry Date         | Expiry Date              | Expiry Date A  | justment Reason            |
| GRN No.<br>GR050100043<br>GR050100043<br>GR050100043<br>GR050100043<br>GR050100043<br>GR050100043         | Item Code           3         00100002           3         00100003           3         00100001           3         00100001           3         00100002           3         00100003           3         00100002           3         00100003 | Expiry Date         | Expiry Date              | Expiry Date A  | justment Reason            |
| GRN No.<br>GR050100043<br>GR050100044<br>GR050100044<br>GR050100044<br>GR050100044<br>GR050100044         | Item Code           3         00100002           3         00100005           3         00100005           3         00100005           3         00100002           3         00100005           3         00100003           3         00100005 | Expiry Date         | Expiry Date              | Expiry Date A  | justment Reason            |
| GRN No.<br>GR05010004<br>GR05010004<br>GR05010004<br>GR05010004<br>GR05010004<br>GR05010004               | Item Code           3         00100002           3         00100003           3         00100005           3         00100001           3         00100002           3         00100003           3         00100003           3         00100003 | Expiry Date         | Expiry Date              | Expiry Date A  | Justment Reason            |

Figure 1-WYF032-3: Store Adjustment – Expired Date

Column Expired Date will be display old date. User should complete New Expiry Date and Expiry



**Adjustment Reason.** Click select item code and click Update button for update new quantity stock.



Figure 1-WYF032-4: Store Adjustment - Check Out

Column Balance will be display old quantity stok. User should complete **Quantity To Check Out** and **Quantity Adjustment Reason.** Click select item code and click Update button for update new quantity stock.

|   | MANUAL PENGGUNA PENGURUSAN<br>STOK | Muka surc | ıt :24/38          |
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#### Store Management Query

#### Store Item Query

User can query and view store status using this screen. This screen can be accessed by selecting **Store Management** >> **Store Management Query** >> **Store Status Query** from the main menu.

| Action Edit Query Bloc  | ck <u>R</u> ecord Eield <u>H</u> elp <u>W</u> indow |              |         |                  |
|-------------------------|---|--------------|---------|------------------|
| ( 🍣 🎱 i 📭 i 🔀 i         | 🗇 🎁 🖷 🐨 🖌 🕨 🕨                                       | 📫 🙀 🚳   🔞    | 2       |                  |
| 🙀 WYF005 - Store Item Q | luery   |              |         |                  |
| User: MOHAMAD_ASE       | સ   |              | Date :  | 23-08-2017 15:22 |
| Store Info              |   |              |         |                  |
| Store Code :            |   |              |         |                  |
| Department :            |   |              |         |                  |
|                         |   |              |         |                  |
| Store Item              |   | ~ .          |         |                  |
| Item Code               | Description   | Qty in       | Qty Out | Balance          |
|                         |   |              |         |                  |
|                         |   |              |         |                  |
|                         |   |              |         |                  |
|                         |   |              |         |                  |
|                         |   |              |         |                  |
|                         |   |              |         |                  |
|                         |   |              |         |                  |
|                         |   |              |         |                  |
|                         |   |              |         |                  |
|                         | Figure 1-WYF005-1: Store                            | Status Query |         |                  |

To begin, query for the desired store. Place cursor on **Store Code** frame and click on **Enter Query** button. Enter the desired store code and/or click on **Execute Query** button to view info. Use **Next Record** or **Previous Record** button to browse through all available records.

### Viewing Request Listing & Print Distribution Slip

User can query and view store item request listing using this screen. This screen can be accessed by selecting **Store Management** >> **Store Management Query** >> **Request Listing** from the main menu.

|   | MANUAL PENGGUNA PENGURUSAN<br>STOK | Muka surc | ıt :25/38          |
|---|------------------------------------|-----------|--------------------|
| Pendidikan<br>Sultan Idris  | (STOCK MANAGEMENT)                 | Tarikh    | : 5 SEPTEMBER 2017 |
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| E006-Store Item | Request Query       |            |            |                              |              |              |
|-----------------|---------------------|------------|------------|------------------------------|--------------|--------------|
|                 | ASDI                |            |            |                              | Data 1 22    | 09 2047 45-1 |
| A . MONAMAD_    | ASKI                |            |            |                              | Date . 23    | -08-2017 15. |
| Store Item Rec  | uistion Information | n ———      |            |                              |              |              |
| Request No      | Store Code          | Department | Request By | Name                         | Request Date | Status       |
| ST170800587     | STORE00001          | BENDAHARI  | K00910     | WAHIDANOOR BINTI WAHID       | 23-08-2017   | PROCESSED    |
| ST170800586     | STORE00001          | BENDAHARI  | K00910     | WAHIDANOOR BINTI WAHID       | 23-08-2017   | PROCESSED    |
| ST170800585     | STORE00012          | NCDRC      | K01437     | MUHAMMAD AMINUDDIN BIN SALIM | 23-08-2017   | PROCESSED    |
| ST170800584     | STORE00012          | NCDRC      | K01437     | MUHAMMAD AMINUDDIN BIN SALIM | 23-08-2017   | PROCESSED    |
| ST170800583     | STORE00001          | BENDAHARI  | K00910     | WAHIDANOOR BINTI WAHID       | 23-08-2017   | CANCEL       |
| ST170800582     | STORE00012          | KOKU       | K01375     | MOHD FADLI BIN MAHAYUDI      | 23-08-2017   | PROCESSED    |
| ST170800581     | STORE00012          | HEP        | K01096     | MOHD RAIZOL BIN RAMLI        | 23-08-2017   | PROCESSED    |
| ST170800580     | STORE00012          | KOKU       | K01375     | MOHD FADLI BIN MAHAYUDI      | 23-08-2017   | CANCEL       |
| ST170800579     | STORE00001          | BENDAHARI  | K00499     | SITI NURBAYA BINTI MD HASHIM | 23-08-2017   | PROCESSED    |
| ST170800578     | STORE00001          | BENDAHARI  | K00910     | WAHIDANOOR BINTI WAHID       | 23-08-2017   | PROCESSED    |
| ST170800577     | STORE00012          | ICT        | K00128     | RUSLI BIN AHMAD              | 23-08-2017   | PROCESSED    |
| ST170800576     | STORE00001          |            | K00096     | MOHD ZAKI BIN MAT NOR        | 23-08-2017   | APPLY        |
| ST170800575     | STORE00012          | HEP        | K01408     | NORHAYATI BINTI HOOD         | 23-08-2017   | PROCESSED    |
| ST170800574     | STORE00001          | BENDAHARI  | K00499     | SITI NURBAYA BINTI MD HASHIM | 23-08-2017   | APPLY        |

Figure 1-WYF005-2: Item Request Listing

To begin, select the desired **Status** from dropdown list. System will display request listing with the selected Application Status.

Click on Detail button to view detail info. System will navigate to screen "WYF003 -

Stationery Request Query". Click on Exit

button to return to current screen.

| WYE003 - Station | erv Request Querv |                     |           | 10 <b>6</b>   ?      |                   |            |               |
|------------------|-------------------|---------------------|-----------|----------------------|-------------------|------------|---------------|
|                  |                   |                     |           |                      |                   | Us         | er: FIN_ADMIN |
| Requisition Ent  | ry Information    |                     |           |                      |                   |            |               |
| Request No       | UKU00034-13       |                     |           |                      | _                 |            |               |
| Cost Center      | 0300              | JABATAN BENDAHARI   |           |                      |                   | Status PR  | OCESSED       |
| Store            | 4                 |                     |           |                      |                   |            |               |
| Enter By         | 287               | FAIDZIL BIN REDZUAN |           |                      | Enter Date        | 21-02-2013 |               |
| Approve By       | 1226              | R.AZHAR BIN IBRAHIM |           |                      | Approve Date      | 21-02-2013 |               |
| Cancel By        |                   |                     |           |                      | Cancel Date       |            |               |
| Item Code        | D                 | escription          | Acct Code | Oty Request Oty Dist | ribute Qty Return | Unit Price | Total by Item |
|                  |                   |                     |           |                      |                   |            |               |
|                  |                   |                     |           |                      |                   | <br>       | <u> </u>      |
|                  |                   |                     |           |                      |                   |            |               |
|                  |                   |                     |           |                      |                   |            |               |



Click on **Print Distribution Slip** button to generate distribution slip in PDF format.



### Viewing Reorder Limit (ROL) Listing

User can query and view store item reorder limit (ROL) listing using this screen. This screen can be accessed by selecting **Store Management** >> **Store Management Query** >> **Reorder Limit (ROL) Listing** from the main menu.

| ser: FIN_ADMIN          |                                       | Da           | te: 10-09-2014 12:31 |
|-------------------------|---------------------------------------|--------------|----------------------|
| – ROL Listing - Query – |                                       |              |                      |
| Store Code              |                                       |              |                      |
| Description             |                                       |              |                      |
| ltem Code               | Description                           | Qty In Store | ReOrder Limit (ROL)  |
|                         | · · · · · · · · · · · · · · · · · · · |              |                      |
|                         |                                       |              |                      |
|                         |                                       |              |                      |
|                         |                                       |              |                      |
|                         |                                       |              |                      |
|                         |                                       |              |                      |
|                         |                                       |              |                      |
|                         |                                       |              |                      |
|                         |                                       |              |                      |
|                         |                                       |              |                      |
| 1                       |                                       |              |                      |

#### Figure 1-WYF029-1: ROL Listing Query

| Field Name          | Description                                | Required |
|---------------------|--|----------|
| Store Code          | Store's code                               |          |
| Description         | Store's description                        |          |
| Item Code           | Item can be selected from list of value by |          |
|                     | double click on Item Code frame            |          |
| Description         | Item's description                         |          |
| Qty in Store        | Item's quantity                            |          |
| ReOrder Limit (ROL) | Item's reorder limit                       |          |

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|--|------------------------------------|-------------------|--------------------|--|
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### Viewing Store Adjustment Info

User can query and view store adjustment info using this screen. This screen can be accessed by selecting **Store Management** >> **Store Management Query** >> **Store Adjustment Query** from the main menu.

| Actio | kction Edit Query Block Record Field Help Window<br>🏘 🍪   🃭   ೫ 🕡 👘   😨 📆 🐨   🝕 ◀ 🕨 🕨   🛤 ஜ 🕬   ? |              |            |                            |          |             |             |           |   |
|-------|---|--------------|------------|----------------------------|----------|-------------|-------------|-----------|---|
| 1     | WYF031-Store Adjustment Query   |              |            |                            |          |             |             |           |   |
| U     | User: FIN_ADMIN Date: 24-10-2014 17:24  |              |            |                            |          |             |             |           |   |
| _     | Store   | Adjustment Q | uery —     |                            |          |             |             |           |   |
|       |   |              |            |                            |          |             |             |           |   |
|       | Bil.  | Sequence     | Store Code | Department                 | Enter By | Description | Enter Date  | Туре      |   |
|       | 1   |              | 7          | FAKULTI SAINS DAN TEKNOLOG | 1654     |             | 10-SEP-2014 | CHECK OUT | ▲ |
|       | 2   |              | 7          | FAKULTI SAINS DAN TEKNOLOG | 1654     |             | 10-SEP-2014 | CHECK OUT |   |
|       | 3   |              | 7          | FAKULTI SAINS DAN TEKNOLOG | 1654     |             | 10-SEP-2014 | CHECK OUT |   |
| ļ     | 4   |              | 7          | FAKULTI SAINS DAN TEKNOLOG | 1654     |             | 10-SEP-2014 | CHECK OUT |   |
|       |   |              |            |                            |          |             |             |           |   |
| ļ     |   |              |            |                            |          |             |             |           |   |
| ļ     |   |              |            |                            |          |             |             |           |   |
| ļ     |   |              |            |                            |          |             |             |           |   |
| ļ     |   |              |            |                            |          |             |             |           |   |
|       |   |              |            |                            |          |             |             |           |   |
|       |   |              |            |                            |          |             |             |           |   |
|       |   |              |            |                            |          |             |             |           |   |
|       |   |              |            |                            |          |             |             |           |   |
|       |   |              |            |                            |          |             |             |           |   |
|       |   |              |            |                            |          |             |             |           | - |
|       | Total Record 4  |              |            |                            |          |             |             |           |   |
|       |   |              |            |                            |          |             | Detail      | Exit      |   |
|       |   |              |            |                            |          |             |             |           |   |

Figure 1-WYF031-1: Store Adjustment Query

To begin, click on **Execute Query** button. The fields are explained, as followed:

| Field Name  | Description                                | Required |
|-------------|--|----------|
| Sequence    | Sequence number                            |          |
| Store Code  | Store code                                 |          |
| Department  | Store's department                         |          |
| Туре        | Item type                                  |          |
| Enter By    | ID of staff entering stock adjustment info |          |
| Description | Adjustment description                     |          |
| Enter Date  | Date of stock adjustment entry             |          |



Click on **Detail** button to view detail info. System will navigate to screen "WYF031 – Store Adjustment Query". Click on **Back** button to return to current screen.

| Action Edit Que | ery Block Record  | d Field Help ) | <u>W</u> indow<br>【 ◀ ▶ ▶   曰 曰 曰 昭 『 ? |
|-----------------|-------------------|----------------|---|
| Store Adjust    | tment Query Detai | I              |   |
| Reference :     |                   | ]              | Type : CHECK OUT                        |
| Store Code :    | 7                 | STOR ALAT TUL  | S - FST                                 |
| Item Code :     | A/A101/02         |                |   |
| PO No. :        |                   | ]              | JL No. :                                |
| BR No. :        |                   | ]              | Others :                                |
| Reason :        |                   |                |   |
|                 | Old Data          |                | New Data                                |
|                 | Old Quantity In : |                | Last Quantity In :                      |
| Ok              | d Quantity Out :  | 26             | Last Quantity Out : 4                   |
|                 | Old Balance :     | 250            | Current Balance : 246                   |
| ROL :           | 1000              | ]              | Price per Unit (RM) :                   |
| Enter Date :    | 10-SEP-14         | ]              |   |
| Enter ID :      | 1654              | OSMAN BIN ISMA | IL.                                     |
|                 |                   |                | Back                                    |
|                 |                   |                | Carl Print                              |
|                 |                   |                |   |
|                 |                   |                |   |

Figure 1-WYF031-2: Store Adjustment Query Detail

Click on **Print** button to store report in PDF format.



### Generating Store Item Listing Report

User can generate store item listing report by using this screen. This screen can be accessed by selecting **Store Management** >> **Store Management Reports** from the main menu. Click on **Store Item Listing** tab.

| 🝘 WYR001F-Parameter Form for Store Management            |                    |                             |             |                    |             |               |                |
|--|--------------------|-----------------------------|-------------|--------------------|-------------|---------------|----------------|
| Store Item Listing Item Request Listing Re-Order Level S | tock Financial 🛛 C | Catalog List   Stock Report | Stock Level | Stock Control Card | Stock Group | Stock Ranking | Stock Transfer |
| Store Item Listing (2012 - Current)                      |                    |                             |             |                    |             |               |                |
| Date from  | 01-01-2012         | (dd-mm-yyyy)                |             |                    |             |               |                |
| Date to  | 17-11-2015         | (dd-mm-yyyy)                |             |                    |             |               |                |
| Store Code   |                    |                             |             |                    |             |               |                |
|  |                    |                             | Run         | Report Exit        |             |               |                |
| Store Item Listing (2005 - 2011)                         |                    |                             |             |                    |             |               |                |
| Date from  | 01-01-2005         | (dd-mm-yyyyy)               |             |                    |             |               |                |
| Date to  | 31-12-2011         | (dd-mm-yyyyy)               |             |                    |             |               |                |
| Store Code   |                    |                             |             |                    |             |               |                |
|  |                    |                             | Run         | Report Exit        |             |               |                |
|  |                    |                             |             |                    |             |               |                |
|  |                    |                             |             |                    |             |               |                |
|  |                    |                             |             |                    |             |               |                |
|  |                    |                             |             |                    |             |               |                |

Figure 1-WYR001F-1: Store Management Reports – Store Item Listing Tab

Begin with entering report parameter as followed:

| Field Name | Description                              | Required |
|------------|--|----------|
| Date From  | Enter report start date                  |          |
| Date To    | Enter report end date                    |          |
| Store Code | Click on LOV button to select Store Code |          |



#### Generating Item Request Listing Report

User can generate item request listing report by using this screen. This screen can be accessed by selecting **Store Management** >> **Store Management Reports** from the main menu. Click on **Item Request Listing** tab.

| 🙀 WYR001F-Parameter Form for Store Management             |                      |                       |             |                    |             |
|---|----------------------|-----------------------|-------------|--------------------|-------------|
| Store Item Listing Item Request Listing Re-Order Level St | ock Financial 🛛 Cata | log List Stock Report | Stock Level | Stock Control Card | Stock Group |
| tem Request Listing                                       |                      |                       |             |                    |             |
|   |                      |                       |             |                    |             |
|   |                      |                       |             |                    |             |
| Date from   | 01-01-2005           | (dd-mm-seeed          |             |                    |             |
| Date to   | 17-11-2015           | (dd-mm-yyyy)          |             |                    |             |
| Store Code  |                      | (dd-mm-yyyy)          |             |                    | 1           |
| Name  | ,<br>                |                       |             |                    |             |
| tem Code  |                      |                       |             |                    |             |
| Kom odda  | J                    | 1                     |             |                    | ]           |
|   |                      |                       | Ru          | ın Report Exit     |             |
|   |                      |                       |             |                    |             |
|   |                      |                       |             |                    |             |
|   |                      |                       |             |                    |             |
|   |                      |                       |             |                    |             |
|   |                      |                       |             |                    |             |

Figure 1-WYR001F-2: Store Management Reports – Item Request Listing Tab

Begin with entering report parameter as followed:

| Field Name | Description                              | Required |
|------------|--|----------|
| Date From  | Enter report start date                  |          |
| Date To    | Enter report end date                    |          |
| Store Code | Click on LOV button to select Store Code |          |
| Name       | Click on LOV button to select requester  |          |
|            | name                                     |          |
| Item Code  | Click on LOV button to select item code  |          |



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Generating Re-Oder Level (ROL) Report

User can generate Re-Oder Level (ROL) report by using this screen. This screen can be accessed by selecting **Store Management** >> **Store Management Reports** from the main menu.

Click on Re-Oder Level tab.

| 🙀 WYR001F-Parameter Form for Store    | Management                               |                             |                                       |           |
|---------------------------------------|--|-----------------------------|---------------------------------------|-----------|
| Store Item Listing Item Request Listi | ng Re-Order Level Stock Financial        | Catalog List Stock Report   | Stock Level Stock Control Card St     | ock Group |
| Re-Order Level Report                 | ng <u>Re-Urder Level</u> Stock Financial | Catalog List   Stock Report | STOCK Level   STOCK Control Card   St | ock Group |
|                                       |  |                             | Run Report Exit                       |           |
|                                       |  |                             |                                       |           |
|                                       |  |                             |                                       |           |
|                                       |  |                             |                                       |           |
| 1                                     |  |                             |                                       |           |
|                                       |  |                             |                                       |           |
|                                       |  |                             |                                       |           |

Figure 1-WYR001F-3: Store Management Reports - Re-Oder Level Tab

Begin with entering report parameter as followed:

| Field Name | Description                              | Required |
|------------|--|----------|
| Store Code | Click on LOV button to select Store Code |          |



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## Generating Stock Financial Report (Laporan Kewangan Stok)

User can generate stock financial report by using this screen. This screen can be accessed by selecting **Store Management** >> **Store Management Reports** from the main menu. Click on **Laporan Kewangan Stok** tab.

| 😨 WYR001F-Para     | meter Form for Store Ma            | nagement  |  |              |              |             |                    |             |               |
|--------------------|------------------------------------|---|--|--------------|--------------|-------------|--------------------|-------------|---------------|
| Store Item Listing | Item Request Listing               | Re-Order Level  | Stock Financial  | Catalog List | Stock Report | Stock Level | Stock Control Card | Stock Group | Stock Ranking |
| Store Item Listing | Item Request Listing<br>bok Report | Re-Order Level<br>Date Fro<br>Date :<br>Store Coo<br>Item Coo | Stock Financial<br>m : 01-01-2005<br>To : 17-11-2015<br>de :<br>de : | Catalog List | Stock Report | Summary F   | Stock Control Card | Stock Group | Stock Ranking |
|                    |                                    |   |  |              |              |             |                    |             |               |

Figure 1-WYR001F-4: Store Management Reports – Stock Financial Tab

Begin with entering report parameter as followed:

| Field Name | Description                              | Required |
|------------|--|----------|
| Date From  | Enter report start date                  |          |
| Date To    | Enter report end date                    |          |
| Store Code | Click on LOV button to select store code |          |
| Item Code  | Click on LOV button to select item code  |          |

Click on **Summary** button to generate summary report in PDF format. Click on **Run Report** button to generate report in PDF format.



# Generating List of Catalogs Report

User can generate list of catalogs report by using this screen. This screen can be accessed by selecting Store Management >> Store Management Reports from the main menu. Click on Catalog List tab.

| WYR001F-Parar      | neter Form for Store Mai | nagement       |                 |                       |              |             |                    |             |               |                |
|--------------------|--------------------------|----------------|-----------------|-----------------------|--------------|-------------|--------------------|-------------|---------------|----------------|
| Store Item Listing | Item Request Listing     | Re-Order Level | Stock Financial | Catalog List          | Stock Report | Stock Level | Stock Control Card | Stock Group | Stock Ranking | Stock Transfer |
| Store Item Listing | tem Request Listing      | Re-Order Level | Stock Financial | Catalog List<br>Run R | Stock Report | Stock Level | Stock Control Card | Stock Group | Stock Ranking | Stock Transfer |
|                    |                          |                |                 |                       |              |             |                    |             |               |                |
|                    |                          |                |                 |                       |              |             |                    |             |               |                |

Figure 1-WYR001F-5: Store Management Reports - Catalog List Tab

|   | MANUAL PENGGUNA PENGURUSAN<br>STOK | Muka surc | ıt :34/38          |
|---|------------------------------------|-----------|--------------------|
| Pendidikan<br>Sultan Idris  | (STOCK MANAGEMENT)                 | Tarikh    | : 5 SEPTEMBER 2017 |
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### Generating Stock Report

User can generate stock report by using this screen. This screen can be accessed by selecting **Store Management** >> **Store Management Reports** from the main menu. Click on **Stock Report** tab.

| 🍓 WYR001F-Paran    | neter Form for Store Ma | nagement       |                 |              |              |             |                    |             |               |                |
|--------------------|-------------------------|----------------|-----------------|--------------|--------------|-------------|--------------------|-------------|---------------|----------------|
| Store Item Listing | Item Request Listing    | Re-Order Level | Stock Financial | Catalog List | Stock Report | Stock Level | Stock Control Card | Stock Group | Stock Ranking | Stock Transfer |
| Stock Repor        | t                       |                |                 |              |              |             |                    |             |               |                |
|                    |                         | Date Fr        | om :            | (dd-         | mm-yyyy)     |             |                    |             |               |                |
|                    |                         | Date           | To:             | (dd          | -mm-yyyy)    |             |                    |             |               |                |
|                    |                         | Store Co       | ode :           |              |              |             |                    |             |               |                |
|                    |                         | ltem Co        | ode :           |              |              |             |                    |             |               |                |
|                    |                         |                |                 |              |              |             | Run Report Exit    |             |               |                |
|                    |                         |                |                 |              |              |             |                    |             |               |                |

Figure 1-WYR001F-6: Store Management Reports – Stock Report Tab

Begin with entering report parameter as followed:

| Field Name | Description                              | Required |
|------------|--|----------|
| Date From  | Enter report start date                  |          |
| Date To    | Enter report end date                    |          |
| Store Code | Click on LOV button to select store code |          |
| Item Code  | Click on LOV button to select item code  |          |



### Generating Determination Of Stock Level Report

User can generate stock level report by using this screen. This screen can be accessed by selecting **Store Management** >> **Store Management Reports** from the main menu. Click on **Stock Level** tab.

| (   | MYR001F-Paran                    | neter Form for Store Ma | nagement                            |                          |              |              |             |                    |             |               |                |  |
|-----|----------------------------------|-------------------------|-------------------------------------|--------------------------|--------------|--------------|-------------|--------------------|-------------|---------------|----------------|--|
| Sto | ore Item Listing                 | Item Request Listing    | Re-Order Level                      | Stock Financial          | Catalog List | Stock Report | Stock Level | Stock Control Card | Stock Group | Stock Ranking | Stock Transfer |  |
|     | re tem Listing<br>— Determinatio | Item Request Listing    | Re-Order Level<br>Store C<br>Item C | Year :<br>ode :<br>ode : | Catalog List | )<br>)       |             | Stock Control Card |             | Stock Ranking |                |  |
|     |                                  |                         |                                     |                          |              |              |             |                    |             |               |                |  |

Figure 1-WYR001F-7: Store Management Reports – Stock Level Tab

Begin with entering report parameter as followed:

| Field Name | Description                              | Required |
|------------|--|----------|
| Year       | Enter year                               |          |
| Store Code | Click on LOV button to select store code |          |
| Item Code  | Click on LOV button to select item code  |          |



### Generating Stock Control Card Report

User can generate card report by using this screen. This screen can be accessed by selecting **Store Management** >> **Store Management Reports** from the main menu. Click on **Stock Control Card** tab.

| 🔞 WYR001F-Parameter Form for Store Management   |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|
| Store Item Listing Item Request Listing Re-Order Level Stock Financial Catalog List Stock Report Stock Level Stock Control Card Stock Group Stock Ranking           |  |  |  |  |  |  |  |  |
| Stock Control Card         Date From :       (dd-mm-yyyy)         Date To :       17-11-2015       (dd-mm-yyyy)         Store Code :          Run Report       Exit |  |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |  |

Figure 1-WYR001F-8: Store Management Reports – Stock Control Card Tab

Begin with entering report parameter as followed:

| Field Name | Description                              | Required |
|------------|--|----------|
| Date From  | Enter date from                          |          |
| Date To    | Enter date to                            |          |
| Store Code | Click on LOV button to select store code |          |



### Generating Determination Of Stock Group Report

User can generate stock group report by using this screen. This screen can be accessed by selecting Store Management >> Store Management Reports from the main menu. Click on Stock Group tab.

| 🔞 WYR001F-Parameter Form for Store Management          |                              |                          |                    |             |               |
|--|------------------------------|--------------------------|--------------------|-------------|---------------|
| Store Item Listing Item Request Listing Re-Order Level | Stock Financial Catalog List | Stock Report Stock Level | Stock Control Card | Stock Group | Stock Ranking |
| Determination of Stock Group                           |                              | · · · · ·                |                    |             |               |
| Ye   | ar: (yyyy)                   |                          |                    |             |               |
| Catego   | ry:                          |                          |                    |             |               |
| Store Co   | de :                         |                          |                    |             |               |
| ttem Co  | de :                         |                          |                    |             |               |
|  |                              | <u>Run R</u>             | eport Exit         |             |               |

Figure 1-WYR001F-9: Store Management Reports – Stock Group Tab

Begin with entering report parameter as followed:

| Field Name | Description                                  | Required |
|------------|--|----------|
| Year       | Enter year                                   |          |
| Category   | Click on LOV button to select stock category |          |
| Store Code | Click on LOV button to select store code     |          |
| Item Code  | Click on LOV button to select item code      |          |



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## Generating Determination Of Stock Ranking Report

User can generate stock location report by using this screen. This screen can be accessed by selecting **Store Management** >> **Store Management Reports** from the main menu. Click on **Stock Ranking** tab.

| 🍘WYR001F-Parar     | neter Form for Store Ma | nagement                               |                 |              |              |             |                    |             |               |  |
|--------------------|-------------------------|--|-----------------|--------------|--------------|-------------|--------------------|-------------|---------------|--|
| Store Item Listing | Item Request Listing    | Re-Order Level 8                       | Stock Financial | Catalog List | Stock Report | Stock Level | Stock Control Card | Stock Group | Stock Ranking |  |
| Determinati        | nem Request Listing     | Re-Urder Level   1<br>Yes<br>Store Cod | ar :            |              | Stock Report |             |                    | STOCK Group |               |  |
|                    |                         | Catego                                 | ry :            |              |              |             |                    |             |               |  |
|                    |                         |  |                 |              |              | Run Re      | port Exit          |             |               |  |
|                    |                         |  |                 |              |              |             |                    |             |               |  |
|                    |                         |  |                 |              |              |             |                    |             |               |  |

Figure 1-WYR001F-10: Store Management Reports – Stock Ranking Tab

Begin with entering report parameter as followed:

| Field Name | Description                                  | Required |
|------------|--|----------|
| Year       | Enter year                                   |          |
| Store Code | Click on LOV button to select store code     |          |
| Category   | Click on LOV button to select stock category |          |

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|---|--|-------------------|--------------------|--|
|   |  | Tarikh            | : 5 SEPTEMBER 2017 |  |
|   | UPSI(ISO)/BEN/P09/MP01                                   | Pindaan           | : 01               |  |